



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

DIVISION OF INFORMATION MANAGEMENT

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Greg Brockmeyer
DIRECTOR OF ADMINISTRATION

Sam Olson
CHIEF INFORMATION OFFICER

To: Personnel & Finance Committee

From: Sam Olson, Dane County CIO

Date: August 14th, 2025

Subject: Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60-day window)

I am requesting an exception to County Ordinance 20.08 60 Day Reporting Deadline for the May 2025 reimbursement form for Noemi Reyes, DCIM Project Leader. Noemi attended a conference towards the end of May and then due to family related issues was unexpectedly unavailable for multiple days in June and July. This led to Noemi submitting her reimbursement form shortly after the 60 days reimbursement window which resulted in a denial. DCIM has already accounted for this reimbursement, and I am respectfully requesting that the committee allow this payment to be authorized to Noemi Reyes in the amount of \$ 267.10.

Thank you for your consideration in my request and please reach out with any questions.

- Sam